

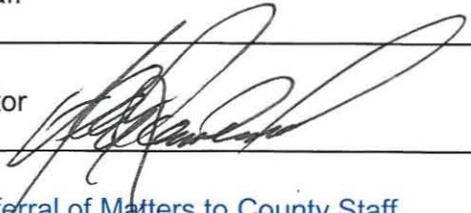


County of San Bernardino Department of Behavioral Health

INFORMATION NOTICE 11-17

Date: October 26, 2011

To: Department of Behavioral Health Staff

From: Allan Rawland, MSW, ACSW, Director 

Subject: County Policy No. 01-17: [Board Referral of Matters to County Staff](#)

Introduction The County of San Bernardino (County) Board of Supervisors (Board) desires to conserve County staff resources and avoid duplication of effort or the expenditure of resources on matters which may not have the support of a majority of the Members of the Board.

Purpose To advise Department of Behavioral Health (DBH) staff of the Board policy change for all requests from Board members, including Board staff, which require County staff to research, prepare or analyze a County ordinance, County policy or any other matter not clearly contemplated in the current County budget which will ultimately require Board approval.

The request will now require the concurrence of a majority of the Board members at a public meeting in compliance with the requirements of the Ralph M. Brown Act, Government Code Section 54950 et seq. prior to being referred to County staff.

Note: The policy does not apply to constituent requests for service. All requests for County Department constituent services received by the Board shall be routed for referral through the office of the Chief Executive Officer (CEO) and/or to the appropriate County Department.

DBH Board Request Requirement DBH staff shall follow the steps below whenever a request for a commitment of DBH staff, other than for constituent service, is received from any Board member or Board staff member, in accordance with County Policy No. 01-17: Board Referral of Matters to County Staff.

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Department of Behavioral Health
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**DBH Board
Request
Requirement**
(continued)

Step	Action
1	DBH staff shall immediately report to his or her immediate Supervisor or Manager a request from a Board member or Board staff other than requests for constituent services.
2	Supervisor or Manager receiving notification as described in Step 1 shall research or designate a staff member to research: <ul style="list-style-type: none"> • Whether or not the request was contemplated in the County Budget • Applicable records of Board decisions to determine if any Board action has been taken regarding the request.
3	Supervisor or Manager shall report the request and the research results from Step 2 above to the ascending order of managers until the appropriate Deputy Director (DD) is reached.
4	Pertinent DD shall notify the Director/Assistant Director as appropriate, the results of the research.
5	Pertinent DD shall contact the Board member or Board staff member making the request and determine what appropriate next step(s) are to be taken in accordance with Board Referral of Matters to County Staff .

References

California Government Code, Ralph M Brown Act, Sections 54950 et seq.,
Sections 23005, 25003, 25005
County of San Bernardino Code, Section 12.0101, Rule 7

**Related Policy
or Procedure**

County of San Bernardino Policy:
• No. 01-15: [Response to Information Request](#)
• No. 01-17: [Board Referral of Matters to County Staff](#)